

Application for Records Disposition Standard

marta

Department, Name, and Full Address
MARTA, Department of Finance and Administration
Financial Audit Division
100 Peachtree Street, Suite 1300
Atlanta, Georgia 30303

For Records Management Division Use
 Date Received Application No. Date Completed
 JUL - 1 1974 74-234 JUL - 3 1974

Appl. Date Telephone & Ext. Name Person to Contact Working Title
 6/5/74 522-4460 X-552 William V. Carasik Senior Auditor

Inclusive Dates of Series Exact Series Title
 1974 - Present Director of Financial Audit - General subject file

Action Requested ☒ Establish Disposition Standard Record will continue to accumulate ☐ Dispose of Present Accumulation; No Further Accumulation Anticipated

What is the function of the office in which this record series is created?
 The Division of Financial Audit is responsible for doing and/or coordinating all audit work required for the Authority. All work is directed towards assuring top management and outside observers that MARTA is complying with Federal and State Laws, regulations, and procedures and with the stated policies of the MARTA Board of Directors and related management procedures.

This file contains the following documents:
 Documents relating to all areas and responsibilities of the Director of Financial Audit File Series includes policies, procedures, directives, speeches, appointments and correspondence. File is arranged alphabetically by subject.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers		X	1/3	.84					
Legal-Size File Drawers					Annual Rate of Accumulation			1	2.5
					Floor Space Occupied (Square feet)			In Office (s)	In Storage Area(s)
					Average Daily References		This Years	Last Years	Preceding Years
							1	None	Exists
									All Prior Years
									-

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☒ Yes ☐ No
- 17 Does the series initiate, amend or terminate agency policies and procedures? ☐ Yes ☒ No
- 18 Could the function be performed if the files were lost or destroyed? ☐ Yes ☒ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☐ Yes ☒ No

24 REQUIREMENTS:

The following requires the files to be kept 2 years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☐ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other _____, then:

☐ Hold in the current files area 1 ~~xxxxxx~~ years; then ☐ Transfer to State Records Center;

☐ Hold _____ months years; then ☐ Destroy; or ☒ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

Date

Approved Division Head / Designee

Date

Approved Department Head / Designee

Date

Approved Records Management Analyst

Date

Approved Legal Counsel

Date

Approved Division of Audit

Date

Review / Approval by Department of Archives and History

Carroll Hart 7-3-74

Recommendations:

Approved MARTA Management Steering Committee